

BYLAWS

HURLBURT FIELD RIFLE AND PISTOL CLUB

ARTICLE I

NAME

1. The name of this organization is the HURLBURT FIELD RIFLE & PISTOL CLUB

ARTICLE II

OBJECTIVES

1. The HFR&PC (The Club) exists to:
 - a. Promote marksmanship among military members and their families, eligible and potential members, and authorized guests/shooters.
 - b. Disseminate small arms firing techniques and marksmanship training methods: Personal defense (for public safety), such as the National Rifle Association (NRA) Personal Protection Course, is included, but offensive and law enforcement tactics are not included.
 - c. Encourage small arms competition among military members/organizations, and civilian competitors in cooperation with the Florida Sport Shooting Association, USA Shooting, The National Rifle Association of America (NRA), and the Civilian Marksmanship Program.
 - d. Advance competitive shooting programs among military members and U. S. citizens, contributing to national defense and public safety.
 - e. Encourage and ensure safe small arms handling and storage practices and good sportsmanship.

ARTICLE III

MEMBERSHIP

1. ELIGIBILITY:
 - a. Regular. All members of the U.S. Armed Forces, Regular, Reserve or Retired, or any dependent family member of the same, or any DOD employee or retiree who have paid annual membership dues.
 - b. Guest. Any person (military, DoD or civilian) who is sponsored by a regular member, who has paid the prescribed daily range usage fee. Civilian guests

who are unable to gain unescorted access of Hurlburt Field are not eligible to receive annual membership privileges.

c.

1. Members are responsible for their guests at all times and will NOT fire simultaneously with their guest.
2. Members must ensure appropriate base access passes are complete for civilian guests.
3. Guests must be escorted at all times and are not permitted range access unless accompanied by their sponsor.
4. All guests must display a daily guest pass on their outer clothing when using the range facility.
5. Minor children of regular members are not eligible to be regular members themselves until reaching the age of 18. Either parents or legal guardians must supervise minors at all times. An exception to this rule includes minor children who are participating in an organized club sponsored events with parental consent. Minors are exempt from daily guest fees.

2. Membership may be maintained permanently on payment of prescribed annual dues, or daily fees unless revoked for cause by the General Membership

3. Members of the Club shall enjoy all benefits and privileges offered by the Club.

4. Board of Directors have the authority to place on temporary probation any officer, or member of the Club for cause until the General Membership determines the proper action.

ARTICLE IV

DUES

1. Annual regular membership dues are \$37.50 per year, due and payable on the anniversary of original membership application date.

2. Dues shall be up to date, paid in full, and current for members to participate in shooting, Club activities, and voting. Members who are delinquent are not permitted to shoot until their dues are paid in full.

3. Members who move from the area are eligible for a refund of unused membership dues upon written request.

4. Members are granted 15 days “grace period” from the end of the membership year to renew. If they fail to do so, they will be required to reapply for membership.

5. Daily guest fee is \$5.00 per guest. This fee is paid at the 16 SVS Outdoor Recreation Facility (Teal Beach House) prior to arrival to the range.

ARTICLE V

MEETINGS

1. Annual Club officer elections are held in December each year. If the annual meeting does not take place as prescribed, the meeting will be rescheduled within a reasonable time thereafter, and the officers will hold office until their successors have been elected. Officers will assume their respective duties at the next General Membership meeting following the election.

2. Regular Club meetings are normally held monthly on the first Wednesday of every month at the Club House building located adjacent to the ranges or at a place determined by the Board of Directors. The time, and location of the monthly business meeting will be listed on the Club Master Bulletin Board at least seven days prior to the meeting date. A quorum at a regular Club meeting will be 20 members including the Board of Directors.

3. A special Club meeting may be held at any time upon call of the Chairperson of the Board of Directors, or upon request of any regular member in writing, stating the object of the proposed meeting. Notice of the meeting time and place shall be given to all officers and members in good standing, in writing by mail, not less than seven days prior to the date fixed for holding of the meeting. Board of Directors will select the time and place for special meeting.

4. A quorum at a special meeting will consist of any number of members including the Board of Directors.

5. A current listing of Club members will be made available at each Club meeting to determine who is eligible to participate, vote, and hold office.

ARTICLE VI

OFFICERS

1. Club Officers include the Chairperson, Executive Officer, Operations Officer, Liaison Officer, and Training and Safety Officer, who, acting together, shall constitute the Board of Directors (BOD). The Officers, shall be elected from the regular members by a majority vote of the regular members in good standing present at the annual December meeting of the Club. **Board of Directors members serve in a volunteer position, and will not be compensated for their time, commuting or other incidental expenses.**

2. With exception to 16 Service Squadron (16 SVS) financial and operational oversight, Board of Directors shall have general supervision and control of all activities of club membership. Board of Directors reports directly to the General Membership and 16SVS Outdoors Recreation Manager and coordinate routine management functions with other representatives of the 16 SVS Commander.
3. Meetings of Board of Directors shall be held quarterly at any time on the call of the Chairperson or by request of any member of the Board of Directors. Representation from 16 Service Squadron (SVS) is required for each quarterly meeting. The Liaison Officer shall schedule quarterly meetings and notify all Board of Directors members of meeting location, and time. Minutes of all quarterly meetings will be taken, reviewed, and published by the Liaison Officer. Minutes will be forwarded to 16 SVS Commander and also maintained in club records for membership reference/review.
4. Three members of Board of Directors shall constitute a quorum.
5. Resignation of any officer may be accepted by the remaining members of the Board of Directors.
6. A vacancy in Board of Directors may be filled by a majority vote of the remaining members of the Board of Directors However, if more than one vacancy exists, election of new officers will be conducted at the next regular Club meeting to fill the vacancies until the annual meeting.
7. Board of Directors has the authority to request Non Appropriated Funds (NAF) Employee support to perform commercial operations collect funds. Board of Directors may also appoint paid/unpaid Assistants/Training Assistants (A/TA) to supervise, conduct competitions, provide guidance, train club members, or perform NRA or other approved training events. Board of Directors may also terminate these individuals, as appropriate. If required, Board of Directors will determine the compensation, schedule, and hours to be worked by the assistants. The Assistants will strictly follow, implement, and enforce all guidance and decisions of Board of Directors and will not arbitrarily change the same without approval of the Board of Directors The Assistants may and will be encouraged to attend Board of Directors meetings but will not be eligible to vote as members of the Board Of Directors
8. NAF Employees and assistants will be utilized in full compliance with all Federal and State laws, statutes, and local ordinances.
- 9. Any expense incurred by a Club member expecting reimbursement must have prior written approval by the Board Of Directors.**
10. The Club reserves the right to elect an adjutant or parliamentarian to function as the parliamentary authority for meetings.

11. The Commanding Officer, 16 SVS, at his or her discretion, may serve as an ex officio member and special advisor or consultant to the Club and Board of Directors.

ARTICLE VII

DUTIES OF OFFICERS

1. The Chairperson shall preside over meetings of the Club and of the Board of Directors, and shall perform all such other duties pertaining to this office. The Chairperson may designate the Executive Officer or other members of Board of Directors to preside over meetings of the Club and Board of Directors. The Chairperson represents Board of Directors and general membership as a single point of contact with 16SVS. The Chairperson is responsible for semi annual publication of the Club newsletter.

2. The Executive Officer shall perform the duties of the Chairperson in his/her absence, and any other duties the Chairperson directs. The Executive Officer is responsible for recruitment of new members and acts as editor of the Club newsletter.

3. The Liaison Officer shall author all official correspondence, including preparing and forwarding all quarterly reports (or other reports) required by the Commander, 16 SVS. The Liaison Officer shall notify all members of special and annual meetings, shall keep a true record of all Board of Directors and regular Club meetings and will retain custody of the club books and papers, except the Treasurer's books and accounts (which are the responsibility of 16 SVS). The Liaison Officer may appoint a Public Affairs and/or Financial Oversight/Audit Committee upon approval of the rest of the Board of Directors.

4. The Range Operations Officer shall oversee range facilities and advise 16SVS maintenance personnel on maintenance and operations requirements. The Range Operations Officer will assist other members of Board of Directors as required. The Range Operations Officer is authorized to work directly with 16 SVS maintenance personnel to complete routine maintenance tasks. The Range Operations Officer may appoint a Range Committee as required upon approval of the rest of the Board of Directors

5. The Training and Safety Officer will ensure members and guests complete required training prior use of range facilities. The Training and Safety Officer is responsible to ensure HRPC lesson plans comply with USAF regulations and instructions. The Training and Safety Officer oversees all NRA or other training events. The Training and Safety Officer may appoint a Training or Safety Committee as required upon approval of the rest of the Board of Directors

Committee Program Directors shall manage/chair the respective group, program, or committee for which they have been elected to or assigned. Typical Program Directors are Chief NRA Instructor, High Power Rifle Competition, Small bore competition, and

Pistol competition, but the Board of Directors can authorize additional Program Directors as required.

7. 16 SVS personnel will perform the day-to-day oversight and management of Club facilities and finances and Board of Directors will oversee operations and programs, and protect the best interests of the Club. All Club members will fully support and enforce the Bylaws, Base Instructions, and all guidance, procedures, and regulations issued by the 16 SVS and Board of Directors governing the use of these facilities, competitions and other Club activities. Members of Board of Directors may perform duties as Match Chairperson, assistant, or Instructor if needed.

ARTICLE VIII

COMMITTEES

1. Club special committees may support the Junior Shooting Program and Entertainment functions. Committee Directors shall be elected as required by majority vote at any regular club meeting, and with approval of the Board of Directors, hold office in the same manner as Club officers. They are responsible to Board of Directors for their assigned duties.
2. Committees will be elected, with approval of Board of Directors or membership; to meet the needs of the Club, such as open house, fund raising, range committees, etc. Requests for funds for use by the various committees will be submitted to Board of Directors for approval.

ARTICLE IX

DUTIES OF COMMITTEES

1. Directors of Committees may request guidance, assistance, or funding from the Board of Directors, as required. If in agreement, Board of Directors will file a request for funding with 16 SVS.
2. The Entertainment Committee, if required, will recommend and plan social events for competitors and Club members as required for and with approval of the Board of Directors.
3. The Range Committee, if required, will ensure the safe operation, maintenance, problem resolution, and upkeep of their respective ranges.

ARTICLE X

CONDUCT OF MEMBERS

1. Club members and their guests are subject to the rules of good order and discipline imposed on all personnel within the jurisdiction of the Commander, 16th Special Operation Wing, Hurlburt Field, Florida. The Board of Directors or other members who have been assigned duties as Range Safety Officers (RSO's) have the authority to take immediate remedial and corrective action to assure a safe environment is maintained at all times. Members in violation of Safety Rules and other applicable procedures, such as By Laws, SOP's etc, may be required to be re-examined or attend special Safety Briefings as an immediate corrective measure. Members who continue or flagrantly disrespect the rules of order may be suspended or expelled depending upon the ruling of a majority of the General Membership at a stated monthly meeting. No vote on suspension or expulsion may be taken unless at least fifteen days notice in writing has been given to the member stating the charges preferred and of the time and place of the General Membership meeting at which such charges will be considered. At such meeting the member under charges will be given a full hearing with the Chairperson or Executive Officer presiding. Any Club member pending disciplinary action may be suspended from membership until Board of Directors or the General Membership adjudicates the matter. Any Club member convicted of a felony, domestic violence, or any other crime or misdemeanor, which prohibits the possession or use of a firearm, will be expelled from the Club. Club members indicted or charged with a felony, domestic violence, or other charges, which could prohibit the possession or use of a firearm may have their membership suspended until adjudication of these matters. Members are responsible for their guests' actions, conduct, and full compliance with all Club Bylaws, procedures, and guidance. The Board of Directors has the authority to ban any guests for cause.

ARTICLE XI

SUSPENSION, EXPULSION, or PROBATION

1. Any officer of the Club may be removed, suspended or placed on probation by approval of the General Membership. No vote on suspension or removal may be taken unless at least fifteen days notice in writing shall have been given to the officer for the reasons and the time and place of the meeting at which such ballot on his/her removal is to be taken. At such meeting the officer shall be given a full hearing with the Board of Directors and General Membership
2. Any member may be removed from duties, for cause deemed sufficient by the Board of Directors and by a majority affirmative vote of the members of the Committee present at any regular or special meeting.
3. Charges against any officer or member may be preferred by any member in good standing. Charges will be in writing clearly stating the facts relied upon and accompanied by all affidavits or exhibits, which are to be used in their support. Such charges shall be

filed with the Liaison Officer, who will immediately notify the Chairperson. The Chairperson will call a meeting of Board of Directors to hear the charges. The Liaison will give at least fifteen days notice of the meeting to each member of Board of Directors and to the accused, which notice shall be in writing and will include a true copy of the charges and of the supporting affidavits and exhibits. The notice will be posted for regular member review on the Club Master Bulletin Board located adjacent to the Club House. Any Club member pending disciplinary action may be temporarily suspended from membership until Board of Directors or the General Membership adjudicates the matter.

4. Any member suspended by Board of Directors or the General Membership may appeal to the full membership of the Club. Such appeal shall be made in writing within fifteen days of such action to the Secretary who will notify the Chairperson. The Chairperson will call a special meeting of the Club in a timely manner for the purpose of acting on the appeal or the appeal may be addressed at a regular meeting. The Liaison Officer shall give at least fifteen days notice in writing to all regular members of the Club in good standing stating the date, time, and reason for such special meeting. The notice will be posted on the Club Master Bulletin Board located adjacent to the Club House. The member requesting the special meeting will be responsible for all costs in notifying members of the special meeting. At the meeting of the full club, the Liaison Officer will read the original charges, the supporting affidavits, and will read or display the accompanying exhibits, and will read the minutes of the special meeting of Board of Directors or the General Membership meeting which the charges were heard and action taken. A full hearing will be given the accuser and the accused. A vote will be taken by ballot from the regular members in good standing present and a two-thirds vote shall be required to reverse the suspension.

ARTICLE XII

MATCH RULES

1. In the absence of instructions from Board of Directors all competitions held by the Club will be governed by the rules and regulations Of the National Rifle Association of America, or USA Shooting.

ARTICLE XIV

SAFETY

1. Safety is of paramount importance to the HRPC and is our top priority...and all members shall adhere to the safe storage, handling, and use of firearms and ammunition.

2. All members, and guests participating in recreational firing/shooting, shall complete operations and safety training or briefings in accordance with USAF, Hurlburt Field, 16 SVS, and HRPC instruction/rules. Club Standard Operating Procedures and applicable

Hurlburt Field Instructions (HFI) outline specific procedures and processes involved in receiving and documenting the required safety training.

3. All Club Members desiring to become “Range Buddies” must be instructed and approved by the Board of Directors NRA certification is encouraged but not mandatory for “Range Buddies”.
4. All “Range Buddies” will strictly follow and utilize the Club Standard Operating Procedures and Hurlburt Field Instructions (HFI).
5. “Range Buddies” shall be regular members only.
6. All Junior members and shooters under eighteen years of age will shoot/fire under the supervision of a qualified adult.

ARTICLE XIV

AMENDMENTS

1. Amendments to these Bylaws may be introduced by any Club member by:
 - a. Providing written input to the Board of Directors, including the recommended change and rationale for the same, prior to presentation at a Club meeting.
 - b. After review by the Board of Directors, the amendment may be presented for vote at any regular Club meeting or Club special meeting convened for that purpose. A majority vote of the regular members present is required to pass an amendment.
 - c. The Club Chairperson and/or Board of Directors have authority to veto or modify any changes or amendments to the Bylaws, which could compromise safety or could result in injury or death.
 - d. Board of Directors must submit amendments to the Bylaws to the Commander, 16 SVS, Hurlburt Field Florida, 32544, for approval.

ARTICLE XV

LIABILITY

1. Any person made a party to any action, suit, or proceeding by reason of the fact that he/she, his/her testator, or in-testate, is or was an Officer of the Hurlburt Rifle & Pistol Club shall be indemnified by the Club against the reasonable expenses, including attorneys fees, actually and necessarily incurred by him/her in connection with any defense of such action, suit or proceeding, or in connection with any appeal therein,

except in relation to matters as to which it shall be adjudged in such action, suit, or proceeding that such Officer is liable for misconduct in the performance of his her duties.

ARTICLE XVI

EQUAL OPPORTUNITY

1. The HFR&PC is an equal opportunity organization and employer and will not practice, permit nor condone discrimination of any type based on race, color, religion, sex, national origin, age, disability, marital status, and/or sexual orientation.
2. Any member, applicant, or employee who believes that they have been discriminated against should contact a member of the Board of Directors. Any such complaints will receive immediate attention, investigation, and every attempt will be made to resolve the issue(s).

ARTICLE XVII

DEACTIVATION

1. Deactivation of the Club may be accomplished by the vote of two-thirds of the regular membership.
2. Upon deactivation, after all bills and valid debts are paid, any residual funds, assets, or property shall be forfeited to 16 SVS.

William B. Walter, Chairman, HFR&PC

Bylaws Approved: by vote of regular members at Hurlburt Field, Florida on 2 June 2004.

